

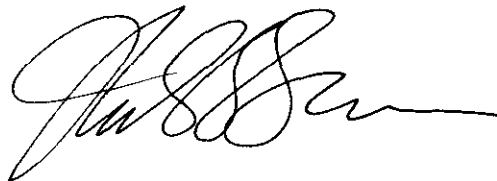
Victim Advocate Program Internship Manual

An Honors Thesis (HONRS 499)

by

Christina L. McDonald

Thesis Advisor
Dr. Michael Brown

A handwritten signature in black ink, appearing to read 'Michael Brown', with a long horizontal flourish extending to the right.

Ball State University

Muncie, Indiana

December 5, 2001

Graduation, December 2001

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Abstract

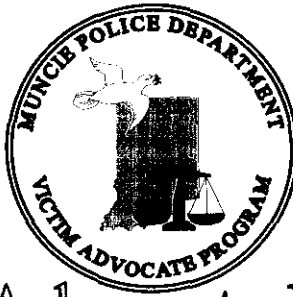
This Victim Advocate Program Internship Manual is to serve as a comprehensive resource for future interns of this program. The manual is divided into many sections, each of which offers valuable information to ease the stress and confusion of starting an internship in a new environment. First, background information is presented about the agency. Laws and rights pertaining to victim services are detailed next. There are a variety of forms and services that the intern must quickly become familiar with. Therefore, a large section of the manual is dedicated to understanding and mastering these important daily procedures. Making referrals is another important function of the program and this resource provides information to interns about community resources and making referrals. The last major section gives information about the Investigations Division and the Prosecutor's Office. A victim advocate will work closely with both of these agencies.

Acknowledgments

This project would not have been possible without the help of two important people. Dr Brown, my advisor, deserves many thanks for handling my indecisiveness and giving of his time to offer feedback and encouragement. Michele Macon gave me the idea, materials, and inspiration to compete this project. She also took time from her busy schedule whenever I needed help. Both of these individuals deserve praise for their unparalleled ability to teach and assist students. Lastly, thank you Mom, Dad, and Alan for always believing in me, giving me the extra push I sometimes needed, and for keeping a smile on my face.

References

- Ford, D.A., & Ford, W.W. (2000). Family violence reference handbook. Indianapolis: Indiana Criminal Justice Institute.
- Hendricks, J.E., & Byers, B. (1996). Crisis intervention in criminal justice and social service (2nd ed.). Springfield, IL: Charles C. Thomas.
- Macon, M. (2000, August). Intern and volunteer manual. Muncie, IN: Muncie Police Department Victim Advocate Program.



Victim Advocate Program

INTERN AND VOLUNTEER MANUAL

GENERAL OFFICE PROCEDURES AND POLICIES

Updated December, 2001

VICTIM ADVOCATE STAFF

Michele Macon, Director

Melody Johnson, Victim Advocate

GOVERNING BOARD

Richard Reed, Prosecutor

Joseph Winkle, Chief of Police

Terry Winters, Deputy Chief of Police

Dan Cannon, Mayor

Robert Weller, Administrative Captain

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***VICTIM ADVOCATE PROGRAM
MISSION STATEMENT***

“The mission of the Muncie Police Department’s Victim Advocate Program is to provide assistance to witnesses and victims of violent crimes through referrals, advocacy, and support, in order to lessen the trauma of their victimization. It is also our mission to help offer a consistent amount of contact with victims in order to avoid a fragmented delivery of services from the system and other community resources. While ensuring that the victims do not feel “lost” or “ignored” in the processing of their cases, the Victim Advocate Program will serve as a primary source of information regarding the victim’s case. This process begins at the time the crime is reported, and will continue throughout the prosecution, sentencing and appeal stages.”

HISTORY AND PURPOSE OF THE VICTIM ADVOCATE PROGRAM

Dr. James Hendricks, professor in the Criminal Justice Department at Ball State University, established the Victim Advocate Program in July of 1989. Dr. Hendricks submitted a grant application to the Indiana Criminal Justice Institute and the grant was approved for funding of the first year. The money received was enough to obtain basic office supplies and to pay the salary for one person to coordinate services. The original total yearly budget was for \$29,931.50 and only one staff person. At that time, the sources of funding included Target Stores, the Indiana Criminal Justice Institute, the City of Muncie, and the Prosecutor's Office. Over the past several years, funding has increased along with the size of the staff. The Victim Advocate Program currently receives funding from the Indiana Criminal Justice Institute (\$30,800), City of Muncie (\$5,000), Target Stores (\$3,000), Prosecutor's Office (\$15,000) and Community Development (\$15,000). The budget pays two full time staff members with benefits, travel and training, office supplies, computer costs, and telephone costs.

The purpose of the Victim Advocate Program is to provide a variety of services to victims of violent crime. Many of the services will be defined in this manual. According to Indiana victims' rights legislation prosecuting attorney's responsibilities to crime victims include bringing the full impact of the offense to the court's attention, seeing that victim's rights are protected, and that victims are treated with dignity and respect throughout the criminal justice process.

SERVICES to be provided to victims by prosecutors or contracted victim assistance programs include:

- Informing the victim of the right to be present at public court proceedings of the criminal case; and notifying the victims of cancelled or rescheduled court dates;
- Obtaining an interpreter or translator, providing information about community services, including victim compensation, financial, health, mental health, legal, and social resources;
- Informing victims that the court may order the defendant to pay restitution;
- Assisting with the preparation of the documents necessary to obtain a restitution order;
- Providing an opportunity for the victim to participate in VORP (victim-offender reconciliation program); and
- Advising victims of their rights according to the law.

VICTIM ADVOCATE PROGRAM DIRECTOR JOB DESCRIPTION

Job Title: Director

Agency: Muncie Police Department Victim Advocate Program

Objective: To work closely with victims and witnesses of violent crimes in all facets of the criminal justice system to ensure that their rights are acknowledged and respected in accordance with the Victim's Rights as stated in the Indiana Code (see page 10 of intern manual for a listing of all applicable codes).

Responsibilities:

- Work with clients as they come in contact with the criminal justice system agencies (courts, prosecuting agencies, police departments, probation, etc.)
- Compile and maintain computer database of client information
- Assist clients in filing for victim compensation through the State
- Supervise the training of new staff, volunteers and intern students
- Public speaking to community groups regarding Victim Advocate Services
- Act as a liaison between the crime victims and the State Attorney General's Appeal Division
- Work on call to provide 24-hour crisis intervention services
- Accompany clients to court hearings and assist in preparing them for trials
- Oversee budget for program expenditures
- Submit quarterly financial reports and statistics to grant sources
- Apply for grant monies each year
- Perform any other victim assistance related duties as advised by the prosecutor

Qualifications:

Victim Advocate Director must have a minimum of a Bachelor's Degree in Criminal Justice or related field. There should be a thorough knowledge of the criminal justice system and Victim's Rights in Indiana. Knowledge of grant writing and crisis intervention is preferred.

Special Requirements:

Information pertaining to clients and their cases will be kept confidential and all employees will be expected to sign a statement of confidentiality understanding that they may be terminated if confidentiality is violated.

Evaluations:

Evaluations will be completed every year by the program director. The Director's evaluation will be completed by the prosecutor.

VICTIM ADVOCATE JOB DESCRIPTION

Job Title: Victim Advocate

Agency: Muncie Police Department Victim Advocate Program

Supervisor: Victim Advocate Program Director

Objective: To work closely with victims and witnesses of violent crimes in all facets of the criminal justice system to ensure that their rights are acknowledged and respected in accordance with the Victim's Rights as stated in the Indiana Code (see page 10 of intern manual for a listing of all applicable codes).

Responsibilities:

- Working with clients as they come in contact with criminal justice system agencies (courts, prosecutor, police, probation, etc.)
- Compiling and maintaining data on each client
- Assisting clients in filing for victim compensation through the State
- Public speaking to community groups regarding Victim Advocate Services
- Sharing on-call time with other staff
- Ability to perform crisis intervention with clients suffering trauma
- Accompanying clients to court proceedings and helping them understand the purpose of each type of hearing
- Performing any other victim assistance related duties as advised by the prosecutor, Director, or police staff

Qualifications:

Victim Advocate must have a minimum of Bachelor's Degree in Criminal Justice or related field and a thorough knowledge of the criminal justice system and victim's rights in the State of Indiana. Crisis Intervention skills must be excellent; professional training in Crisis Intervention is preferred.

Special Requirements:

Information pertaining to clients and their cases will be kept confidential and all employees will be expected to sign a statement of confidentiality understanding that they may be terminated if confidentiality is violated. Evaluations of employees will be completed every 6 months.

VOLUNTEER/INTERN JOB DESCRIPTION

Job Title: Victim Advocate Volunteer

Agency: Muncie Police Department Victim Advocate Program

Supervisor: Victim Advocate, Victim Advocate Program Director

Objective: To expand services to crime victims by providing for better office coverage, more effective client contact and more efficient use of full-time staff.

Responsibilities:

- Greet walk-in clients
- Make referrals to appropriate agencies
- Accompany clients to court
- Obtain court status information for clients
- Assist clients in filing protective orders
- General office duties such as filing, typing, and answering phones
- Assisting in crisis intervention
- Inform clients of their rights as a crime victim and the process of the criminal justice system

Qualifications:

The intern or volunteer should have at least two years of college preferably in the area of Criminal Justice. Other related fields are acceptable. Some prior experience or education in crisis intervention and/or crisis counseling is required. Intern or volunteer must be willing to work odd hours if a crisis would occur.

Special Requirements:

The intern or volunteer must be able to work with people of diverse backgrounds, lifestyles and beliefs. Equal treatment must be given to all clients without regard to age, sex, religion, race, national origin or sexual orientation.

Training:

The intern or volunteer will be trained by the full-time staff on an "on the job" basis. As the intern or volunteer gains more experience, they will be able to work with less supervision. An intern or volunteer will not be expected to carry the pager until they are absolutely ready to do so.

Evaluations:

The Director will evaluate the intern or volunteer approximately three months after the starting date.

Comments:

This position will provide an opportunity to gain knowledge about the criminal justice system and community agencies and develop a better understanding of certain social issues.

CODE OF PROFESSIONAL ETHICS FOR VICTIM ASSISTANCE

In relationships with every client, the Victim Assistance Provider shall:

1. Recognize the interests of the client as a primary responsibility.
2. Respect and protect the client's civil and legal rights.
3. Respect the client's rights to privacy and confidentiality; subject one to laws or regulations requiring disclosure of information to appropriate other sources.
4. Respond compassionately to each client with personalized services.
5. Accept the client's statement of events as it is told, withholding opinion or judgement, whether or not a suspected offender has been identified, arrested, convicted, or acquitted.
6. Provide services to every client without attributing blame, no matter what the client's conduct was at the time of the victimization or at another stage of client's life.
7. Foster maximum self-determination on the part of the client.
8. Serve as a victim advocate when requested and, in that capacity, act on behalf of the client's stated needs without regard to personal convictions and within the rules of the advocate's host agency.
9. Should one client's needs conflict with another's, act with regard to one client only after promptly referring the other to another qualified Victim Assistance Provider.
10. Observe the ethical imperative to have no sexual relations with clients, current or past, in recognition that to do so risks exploitation of the knowledge and trust derived from the professional relationship.
11. Make client referrals to other resources or services only in the client's best interest, avoiding any conflict of interest in the process.
12. Provide opportunities for colleague Victim Assistance Providers to seek appropriate services when traumatized by a criminal event or a client.

In relationships with colleagues, other professionals, and the public, the Victim Assistance Provider shall:

1. Conduct relationships with colleagues in such a way as to promote mutual respect, public respect, and improvement of service.
2. Make statements that are critical of colleagues only if they are verifiable and constructive in purpose.
3. Conduct relationships with allied professionals such that they are given equal respect and dignity as professionals in the victim assistance field.

4. Take steps to quell negative, insubstantial rumors about colleagues and allied professionals.
5. Share knowledge and encourage proficiency and excellence in victim assistance among colleagues and allied professionals, paid and volunteer.
6. Provide professional support, guidance, and assistance to Victim Assistance Providers who are new to the field in order to promote consistent quality and professionalism in victim assistance.
7. Seek to ensure that volunteers in victim assistance have access to the training, supervision, resources, and support required in their efforts to assist clients.
8. Act to promote crime and violence prevention as a public service and an adjunct to victim assistance.
9. Respect laws of one's state and country while working to change those that may be unjust or discriminatory.

In his or her professional conduct, the Victim Assistance Provider shall:

1. Maintain high personal and professional standards in the capacity of a service provider and advocate for clients.
2. Seek and maintain proficiency in the delivery of services to clients.
3. Not discriminate against any victim, employee, colleague, allied professional, or member of the public on the basis of age, gender, disability, ethnicity, race, national origin, religious belief, or sexual orientation.
4. Not reveal the name or other identifying information about client to the public without clear permission or legal requirements to do so.
5. Clearly distinguish in public statements one's personal views from positions adopted by organizations for which he or she works or is a member.
6. Not use his or her official position to secure gifts, monetary rewards, or special privileges or advantages.
7. Report to competent authorities the conduct of any colleague or allied professional that constitutes mistreatment of a client or that brings the profession into disrepute.
8. Report to competent authorities any conflict of interest that prevents oneself or a colleague from being able to provide competent services to a client, or to work cooperatively with colleagues or allied professionals, or to be impartial in the treatment of any client.

VICTIMS RIGHTS IN INDIANA
(From Indiana Code)

1. **VICTIM ASSISTANCE PROGRAM** **I.C. 33-14-10-1**
Prosecuting attorney's responsibilities to crime victims include bringing the full impact of the offense to the court's attention, seeing that victims' rights are protected, and that victims are treated with dignity and respect throughout the criminal justice process.
Services to be provided to victims by the prosecutor or contracted victim assistance programs include: informing victim of their right to be present at public court proceedings of the criminal case; notifying victims of court dates; notifying victims of cancelled or rescheduled court dates; obtaining an interpreter or translator; providing information about community services, including victim compensation, financial, health, mental health, legal, and social resources; informing victims that the court may order the defendant to pay restitution; provide an opportunity for the victim to participate in VORP (victim-offender reconciliation program); and advise victims of other rights they have under the law.
2. **VICTIM COMPENSATION** **I.C. 16-7-3.6**
Financial assistance for victims or families who suffer physical injury or death as the result of a violent crime. Compensates for medical, funeral, and counseling expenses and lost wages. Maximum award of \$10,000.00. Reasonable emergency shelter expenses for 30 days for victim to avoid contact with offender.
3. **EMERGENCY SERVICES TO SEX CRIMES** **I.C. 35-33-5-5**
Hospitals may not charge victims of sex crimes (including child molest and incest) for services or for exams performed to gather evidence for prosecution. Costs are paid by appropriate government agency.
4. **PROPERTY RETURN** **I.C. 35-35-3-2**
Victim's property may be photographed and released prior to trial if prosecutor has no objection.
5. **VICTIM NOTIFICATION OF PLEA AGREEMENT** **I.C. 35-35-3-2**
Prosecutor must notify victim of plea discussions, plea contents, and recommendations as well as the victim's right to address the court, in person or in writing, upon its consideration of the plea agreement.
6. **VICTIM IMPACT STATEMENT IN PSI** **I.C. 35-38-1-8.5**
Presentence investigation by probation officer must include written notice to the victim of the date, time and place of sentencing hearing. Notice to be sent at least 7 days in advance. Any victim statement submitted by victim must include a summary of financial, emotional, and physical effects, and if restitution desired, the basis and amount of restitution.
7. **VICTIM IMPACT STATEMENT AT SENTENCING** **I.C. 35-35-3-5**
The court may not pronounce sentence without informing the victim, if present, of the right to make a statement. The court shall consider any oral or written statement of the victim in determining sentence.

8. **HIV NOTIFICATION I.C. 35-38-1-10.6**

The State Board of Health shall notify eligible victims if offender is an HIV carrier and provide counseling to those notified.

9. **RESTITUTION I.C. 35-50-5-3**

The court may order the defendant to make restitution to a victim for property damages, medical expenses, and lost wages. Such an order does not bar a civil action for other damages suffered by the victim, and is a judgement lien in the same manner as a civil judgement lien.

10. **CIVIL ACTION I.C. 34-4-30-1**

Victims suffering losses as a result of arson, criminal mischief, burglary, trespass, theft, conversion, forgery, fraud, or check deception may bring action for three times actual damages.

11. **NOTICE OF OFFENDER RELEASE I.C. 11-13-3-3**

A victim or prosecution witness may request DOC notification when offender is discharged from the DOC, released on parole, transferred to minimum security or work release center, escaped, or scheduled for parole release hearing. Inmate may not have access to the name and address of the requesting victim or witness.

12. **PROBABLE CAUSE BATTERY I.C. 35-33-1-1**

A law enforcement officer may arrest with probable cause to believe a person committed battery and arrest is necessary to prevent recurrence.

13. **PROTECTIVE ORDER I.C. 34-4-5.1**

A person may petition any court of record for a temporary or permanent protective order if that person or property has been abused. Copies are maintained in a depository by the county sheriff's department.

14. **NO CONTACT ORDERS I.C. 35-33-8-3**

As a condition of bond or probation, the court may require the defendant to refrain from any direct or indirect contact with a person.

15. **INVASION OF PRIVACY I.C. 35-46-1-15**

A person who violates a protective order, TRO, or a no contact order as a condition of bond, probation, or pretrial diversion commits the crime of invasion of privacy, a class B misdemeanor. Written notice of the offender's release is to be provided to the victim by the law enforcement agency having custody of the person if sentenced to more than 10 days.

16. **VIOLATION OF PROTECTIVE ORDER AT SENTENCING I.C. 35-38-1-7**

In determining what sentence to impose for crime, the court shall consider whether the defendant violated a protective or restraining order.

17. **PROTECTIVE FROM INTIMIDATION I.C. 35-45-2-1**

Victims and witnesses in criminal cases have the right to be free from intimidation from the defendant or defendant's family and friends.

18. **MINIMIZING CONTACT BETWEEN DEFENDANT AND VICTIM**

The court shall provide safeguards to minimize contact between victim and offender during court proceedings.

19. **RAPE SHIELD I.C. 35-37-4-4**

Evidence of victim's past sexual conduct is generally not admissible in the presence of a jury.

PENALTIES FOR MISDEMEANORS AND FELONIES

Murder- standard sentence of 55 years with not more than 10 years added; not more than 10 years subtracted. Range 45-65 years. Possible fine of up to \$10,000.00.

Class A Felony- standard sentence of 30 years with not more than 20 years added, not more than 10 years subtracted. Range 20-50 years. Possible fine of up to \$10,000.00.

Class B Felony- standard sentence of 10 years with not more than 10 years added; not more than 4 years subtracted. Range 6-20 years. Possible fine of up to \$10,000.00.

Class C Felony- standard sentence of 4 years with not more than 4 years added; not more than 2 years subtracted. Range 2-8 years. Possible fine of up to \$10,000.00.

Class D Felony- standard sentence of 1 ½ years with not more than 1 ½ years added; not more than 1 year subtracted. Range 6 months to 3 years. Possible fine of up to \$10,000.00.

Class A Misdemeanor- standard sentence of up to 1 year. Possible fine of up to \$5,000.00.

Class B Misdemeanor- standard sentence of up to 6 months. Possible fine of up to \$1,000.00

Class C Misdemeanor- standard sentence of up to 60 days. Possible fine of up to \$500.00

LAWS

The statutes most often encountered by those working in this area are summarized below.

1. **Battery (I.C. 35-42-2-1)**: touching someone in a rude, insolent, or angry manner. A class B misdemeanor if there is no bodily injury (as defined in I.C. 35-41-1-4); a Class A misdemeanor if there is bodily injury; a class D felony if there bodily injury and if the abuser has previously been convicted of battery against the same victim.
2. **Criminal Recklessness (I.C. 35-42-2-2)**: a person who recklessly, knowingly, or intentionally performs: (1) an act that creates a substantial risk of bodily injury to another person; or (2) hazing; commits criminal recklessness, a class B misdemeanor. However, the offense is a: (1) Class A misdemeanor if the conduct includes the use of a vehicle; (2) Class C felony if it committed by shooting a firearm from a vehicle into an inhabited dwelling or other building or place where people are likely to gather.
3. **Mischief (I.C. 35-43-1-2)**: a person who (1) recklessly, knowingly, or intentionally damages or defaces property of another person without the other person's consent; or (2) knowingly or intentionally causes another to suffer pecuniary loss by deception or by an expression of intention to injure another person or to damage the property or to impair the rights of another person; commits criminal mischief, a class B misdemeanor.
4. **Trespass (I.C. 35-43-2-2)**: a person who (1) not having a contractual interest in the property, knowingly or intentionally enters the real property of another person after having being denied entry by the other person or that person's agent; (2) not having a contractual interest in the property, knowingly or intentionally refuses to leave the real property of another person after having been asked to leave by the other person or that person's agent; commits criminal trespass, a class A misdemeanor.
5. **Intimidation (I.C. 35-45-2-1)**: a person who communicates a threat to another person, with the intent that: (1) The other person engage in conduct against his will; or (2) The other person be placed in fear of retaliation for a prior lawful act; commits intimidation, a class A misdemeanor.
6. **Harassment (I.C. 35-45-2-2)**: a person who, with intent to harass, annoy, or alarm another person but with no intent of legitimate communication: (1) makes a telephone call, whether or not a conversation ensues; (2) communicates with a person by telegraph, mail, or other form of written communication; (3) transmits an obscene message or indecent or profane words, on a Citizens Radio Service channel; or (4) uses a computer network (as defined in I.C. 35-43-2-3(a)) or other form of electronic communication to: (A) communicate with a person; or (B) transmit an obscene message or indecent or profane words to a person; commits harassment, a class B misdemeanor.
7. **Rape (I.C. 35-42-1)**: a person who knowingly or intentionally has sexual intercourse with a member of the opposite sex when: (1) the other person is compelled by force or imminent threat of force; (2) the other person is unaware that the sexual intercourse is occurring; or (3) the other person is so mentally disabled or deficient that consent to sexual intercourse cannot be given; commits rape, a class B felony

In addition to the offenses listed above, domestic violence workers may also encounter domestic violence through arrests for crimes such as Disorderly Conduct (I.C. 35-45-1-3), Public Intoxication (I.C. 7.1-5-1-3) etc.

MAKING A FILE FOR A NEW CLIENT

When you first have contact with a client, ask if he/she has been a client in the past, and check the computer tables (CONTACT, OFFENDER). If the new client has not been a client previously, then you will make a new file. There are numbered file folders on top of the filing cabinet. Take the top file, write client's name and the date on the top part of the label, and fill in the appropriate code for the type of crime. The intake date is the date that first contact was made with the client. Each client should have a file and the client intake form should be completed

Here is a listing of the file codes used on the folders and intake sheets to identify the type of offense:

FILE CODES

AR - armed robbery	STA - stalking
ATM - attempted murder	STB – stabbing
BAT – battery	THR – threats
BUR – burglary	TFT – theft
CAP – child abuse	OTH - other
CAS – child abuse sexual	
CON – criminal confinement	
CRM – criminal mischief	
ELA – elder abuse	
HAR – harassment	
IOP – invasion of privacy	
RA – rape	
ROB – robbery	
SA – sexual assault	
SHT – shooting	
SOH – survivor of homicide	

COMPUTER DATA INPUT

Table Descriptions:

- The table **CONTACTS** contains information regarding all cases from 1998 to the present cases.
- The table **OFFENDER NAME** contains information on all closed cases prior to 1998.
- The table **OUTREACH** contains all the names of individuals that have been sent outreach letters in the past.

Outreach Data Input:

When sending outreach letters, all three tables must be checked to see if the individual was a prior client or has already received an outreach letter. The individual can be looked up by checking for the "victim's last name." To perform this function, click, or highlight, the column that states victim's last name (this area will be in gray). Once the column is highlighted, look up at the task bar and click on the binoculars, or click on edit and go to find. The computer will then bring up a gray dialog box. Type in the victim's last name and then click "find." There may be more than one client with that last name, so click find next until the computer highlights the one that is correct. If the computer does not find any names that match the inquiry, then send a letter to that individual.

After it has determined that an outreach letter should be sent to an individual, the individual's name should be input into the table named **OUTREACH**. Remember to check ALL three tables!

FILE DATA INPUT:

When a client calls, or comes into our office, complete the following procedures:

- Get a file, and write client's name on the client intake list located next to the blank files.
- The client's information should be inputted in the table labeled **CONTACTS**.
- Use the triangle with an asterisk (*) to create a line for a new client.
- Use the tab or arrow keys to move the cursor from cell to cell to add the information.
- Print a copy of the intake form to keep in your binder. This form will be used to record all future contacts with the client.

UNDERSTANDING CAUSE NUMBERS

A **cause number** is assigned to a case when charges have been filed. Each cause number can give information by understanding the abbreviations. Cause numbers will always start with the number 18, which represents the county. The following is an example of how a number is interpreted.

18-CO3-0108-CM-255

18 = Delaware County

CO3 = Superior Court 3

01 = Year, 2001

08 = Month, August

CM = Criminal Misdemeanor

255 = Number of case filed in that court so far that year.

Other abbreviations are as follows:

CO1 = Circuit Court 1, Judge Caldemeyer

CO2 = Circuit Court 2, Judge Dailey

CO3 = Circuit Court 3, Judge Barnet

CO4 = Circuit Court 4, Judge Jordan

CO5 = Circuit Court 4, Judge Lennington

HO1 = City Court

IO1 = Yorktown Court

CM = criminal misdemeanor

CF = criminal felony A, B, or C Felony

DF = D felony

PO = protective order

SC = small claims

DR = divorce

JD = juvenile delinquency

A **case number** is assigned when the police file a report and is found on the upper right hand corner of the police report. It is different than the cause number.

VICTIM INPUT/OPINION REQUESTS TO THE PROSECUTOR

When victims state they want the charges against their offender to be dismissed, the prosecutor and courts will refer them to the Victim Advocate Office. An inquiry is to be made into the reasons for asking for a dismissal and the victim is to be encouraged to pursue the charges. However, if it still a victim's desire to request a dismissal, a Victim Request to the Prosecutor Form will need to be completed. If possible, the victim will write in their own words what they want the prosecutor to consider. The victim advocate may write on behalf of the victims if the victims cannot write it themselves.

This form, along with the Victim Advocate Opinion (see following examples) will be submitted to the prosecutor by us placing it in the prosecutor's file. A copy of the form is forwarded to the defense attorney if his/her identity is known. This information can also be faxed or mailed to the defense attorney. Copies of all documents should be retained in the Victim Advocate Program Office.

The Victim Advocate Opinion Form is available on both computers for easy input of the necessary information and form generation. Review police reports, consider the criminal past of the offender, and victim's behavior and communication in determining your own opinion. Sample victim input and Opinion Forms are included in this section of the manual.

The victim **MUST** be informed that the prosecutor will decide how to proceed and the case **IS NOT** dismissed by simply completing and submitting the victim input form. Offenders also need to understand this so that they continue to go to their court hearings until their attorney tells them otherwise.

The client may also want to file the form, not necessarily to request that the charges be dismissed, but rather for the defendant to be ordered into anger management classes, counseling, drug or alcohol treatment or all three.

DISMISSAL INSTRUCTIONS

When someone requests that charges are dismissed use the following guidelines:

- Ask for a photo ID
- If the client has the Cause Number
 - Make a copy of the request and your opinion for the client file
 - Make a copy for Jami and Glenda
 - Put the ORIGINAL in the prosecutor's file downstairs (Clerk's office)
- If the client does not have the Cause Number
 - Make a copy of the request and your opinion for the client file
 - Make a copy for Jami
 - Give the ORIGINAL to Glenda so that she can include it in paperwork if she files the charges.
- If the charges are serious (Felony status)
 - Follow the same guidelines stated above EXCEPT give the paperwork to Nancy
 - Felony case files are located in the Prosecutor's Office

Date: _____

VICTIM OPINION AND INFORMATION FORM

State of Indiana vs. John Doe

Cause Number: 18HO1-0110-333

Defendant's DOB/SSN: 4/11/75 316-00-0000

Defense Attorney:

Victim's Name: Jane Doe

Address and Phone: 123 Main St. Muncie, 47306 289-0000

Date of Incident: 10/10/01

Date of this request: 10/20/01

Victim's Primary request to Prosecutor:

Victim would like for charges to be dropped.

Victim's reason for request:

The victim said that the altercation was a simple misunderstanding.

Status of the victim/defendant relationship:

The victim and the defendant are still married and currently living together.

VICTIM ADVOCATE OPINION

This victim advocate does not agree that the charges should be dismissed. This couple has a history of violence. Court ordered counseling and anger control classes could be beneficial to prevent further altercations.

OUTREACH

Outreach is an important function of the victim advocate office. It is important that victims know that our services exist. The Muncie Police records division sets aside copies of incident reports for our office each morning that are usually domestic related. Our interest in these reports is to go through them and determine the victims that have not had contact with our office in the past. You can do this by checking the tables in the computer for their names. If the victim/witness has never been a client, an outreach letter that informs them of our services and how we can be contacted should be sent.

These mailings should be done every day or so, depending on how many reports are set aside for the Victim Advocate Program. The reports are then filed in the police report drawer of the filing cabinet in alphabetical order. If a client comes to our office, even if it is not an outreach referral, we can most likely find a report from an incident handled by the Muncie Police. Copies of police reports, if possible, should be in every client's file. If we have not received a copy of a police report, we can obtain one in records. They file them by the date the incident occurred and/or by the case report number. They do not file them by names.

If we cannot locate a police report in records, we can obtain a copy from the prosecutor's file.



Victim Advocate Program

300 North High Street
Muncie, Indiana 47305
Telephone: (765) 747-4777
FAX: (765) 741-1342

Date:

Dear:

As part of our services at the Victim Advocate Program, we have the opportunity to read police reports that are made by the Muncie Police Department. The purpose of this function is to be able to make contact with victims of violent crime to let them know that our program exists to help them if they should need assistance.

We understand that you are the victim of a _____ offense that was reported to the police on _____. Other services we offer included assistance in filing a protective order, assistance in filing criminal charges, and keeping victims informed of the status of their cases if they are involved in the court system and referral to counseling or legal services.

If you feel that you can benefit from our services, please feel free to contact our program and speak to any one of our staff. All of our services are free and confidential. Our office hours are Monday through Friday, 8 a.m. to 4 p.s. and our telephone number is 747-4777. If we should be out of our office, please leave your name and number on our answering machine. We will return your call as promptly as possible. We thank you for taking the time to read this letter.

Sincerely,

Victim Advocate Program
Michele Macon, Director
Melody Johnson, Victim Advocate

ASSISTING A CLIENT IN OBTAINING A PROTECTIVE ORDER

Many clients will contact the office stating that they need a protective order. It is the responsibility of the victim advocate to determine if this is in fact what they need. There are specific criteria that need to exist prior to filing for this order.

1. There must be a direct threat to harm or kill, act of physical abuse, damage to property, or on-going harassment that the client cannot stop by any other means.
2. The person filing the order must have the correct first and last name of the other person and the correct, complete address of that individual. THE COURT WILL NOT ACCEPT THE PAPERWORK IF THERE IS NO ADDRESS FOR THE RESPONDENT. The respondent can be served at their employment address if that is the only one known to the petitioner.
3. The protective order cannot be used by a petitioner to control visitation with children if the respondent is the other parent.

Talk to the client for several minutes and get details of the reasons for wanting to file for a protective order. Explain the protective order process prior to filling out the paperwork. Make sure to explain that a protective order has nothing to do with ordering someone to stay “so many feet away” from the other person. It simply orders the respondent to have NO CONTACT in any form with the petitioner. This includes letters, phone calls, coming onto their property, having someone else contact them, etc. It covers the petitioner wherever they are, the members of their household, and their property.

DEFINITIONS

Protective Order:

A Protective Order is valid for one year from the date of judgment, UNLESS a request to extend the same is filed by the petitioner. The request must be filed before the year is up. The Protective Order, upon request of the petitioner may be renewed for not more than one year.

Restraining Order:

A Restraining Order is issued temporarily at the time of filing of a Petition for Dissolution of Marriage or Legal Separation, and is valid during the pending of the Dissolution or Legal Separation. Once the Dissolution or Legal Separation is granted, the party having previously requested the Restraining Order may request the Court to approve a Petition for Protective Order. If the Court grants the Motion, a Protective Order will be issued under the

Dissolution or Legal Separation action for a period of **one (1) year**. At the request of a party, the Protective Order may be renewed for not more than one (1) year. The Court will notify the victim through the Clerk if the Protective Order is granted or dismissed.

Temporary (Emergency) Protective Order:

A Temporary Protective Order will give a date and time for a hearing on the “permanent” issuance of the same. The Petitioner should receive notification from the court of the Protective Order or notification of the dismissal of the case. This order protects the petitioner until a decision is made during the hearing for the Final Protective Order.

THE PROTECTIVE ORDER PROCESS

1. Fill out the required paperwork that can be picked up either at the Victim Advocate office, or the County Clerk’s office.
2. Come to the Clerk’s Filing Office with \$39.00 cash or money order. If the victim does not have the funds to pay this fee, a fee waiver form may be completed.
3. The Petitioner must have a valid address for the person being filed against.
4. After paperwork is completed, a case number and a hearing date will be given.
5. If the Petitioner applied for an Emergency Protective Order, they will need to call back the next day to see if it has been granted. It may take several days depending on how busy the court is.
6. If the Emergency Protective Order is denied, the Petitioner will need to wait for a hearing before any court order will be in effect.
7. At the hearing, the judge will hear the case and make his decision on the Final Protective Order at that time.
8. If the Respondent does not come to the hearing and they have received proper notice, the Judge will usually grant the order in the Petitioner’s favor.
9. The Final Protective Order, if granted, is good for **one year** and may be extended for an additional year. A Protective Order may be extended **only once** and it must be done before the original Order expires.

STATE OF INDIANA)
) SS:
COUNTY OF DELAWARE)

IN THE DELAWARE COUNTY COURT SYSTEM
CAUSE NUMBER: 18D0 _____

YOUR NAME

Petitioner

vs.

PERSON FILING AGAINST

Respondent

**SUMMONS
(PROTECTIVE ORDER)**

TO RESPONDENT: PERSONS NAME FILING AGAINST

Name

ADDRESS (Can be a work or family address)

CITY, STATE ZIP CODE

Address

DATE OF HEARING: _____ day of _____, 2000, at _____ o'clock _____ M.

You are hereby notified that you have been sued by the person named as Petitioner and in the Court indicated above.

The nature of the suit against you is stated in the Petition which is attached to this Summons. It also states the relief sought or the demand made against you by the Petitioner.

An answer or other responsive pleading is not required. However, a hearing has been set as shown above and you are required to appear to answer the petition. If you fail to appear at the hearing in the Court indicated above, the matter may be heard and determined in your absence.

Dated: _____
Clerk of the Delaware Superior Court# _____

YOUR NAME

Petitioner or Attorney

YOUR TELEPHONE

Telephone

YOUR ADDRESS

Attorney Number (if applicable)

YOUR CITY, STATE AND ZIP

Address

The following manner of service of Summons is hereby designed:

Certified Mail

Personal Service on the individual at the above address, County: _____

Service on Agent: (specify) _____

Service by Publication

STATE OF INDIANA)
) SS:
COUNTY OF DELAWARE)

DELAWARE SUPERIOR COURT # _____

CASE NUMBER: _____

YOUR NAME
Petitioner

VS

PERSON FILING AGAINST
Respondent
ADDRESS
Address CITY, STATE, ZIP

FINAL PROTECTIVE ORDER
ISSUED UNDER IC 34-26-2-12

DO NOT CHECK THESE OFF, ONLY FOR THE JUDGE TO CHECK

The Court, hearing evidence, now finds that the Petitioner, a member of the Petitioner's household, or the Petitioner's property was or is in danger of being abused or threatened with abuse by the Respondent.

THIS ORDER SHALL REMAIN IN EFFECT FOR:

_____ One (1) year from date of Judge's signature OR
_____ Other period for less than one (1) year as specified by the Court as follows: _____

IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that a Protective Order shall be issued in favor of the Petitioner and against the Respondent. The Respondent is ordered to:
(Judge checks the applicable items when signing the order)

_____ refrain from abusing, harassing, or disturbing the peace of the Petitioner by either direct or indirect contact.

_____ refrain from abusing, harassing, or disturbing the peace of PERSON (S) NAME LIVING IN THE SAME HOUSE, a member of the Petitioner's household by either direct or indirect contact.

_____ refrain from entering the property, which is not owned or leased solely by the Respondent and is located at ADDRESS WHERE YOU WILL BE LIVING.

IF YOU DO NOT KNOW WHERE THE OTHER PARTY WILL BE LIVING, YOU WILL NEED TO PUT THAT INFORMATION HERE

_____ refrain from visiting or contacting the Petitioner's place of work located at ADDRESS WHERE YOU WORK.

_____ refrain from visiting or contacting the place of work of any member of the Petitioner's household located at ADDRESS WHERE YOUR FAMILY MEMBER WORKS.

_____ refrain from visiting or contacting the school of the Petitioner's children located at _____
NAME OF SCHOOL TO WHICH YOU OR PERSONS IN THE HOUSE ATTEND.

_____ refrain from visiting or contacting the daycare center or babysitter of the Petitioner's
children located at WHERE ANY PERSONS ATTEND A DAYCARE OR SITTER.

_____ refrain from damaging the Petitioner's property.

_____ obtain court-ordered counseling or other social services including domestic violence
education at a place and time as follows _____

_____ other: (please list) _____

MARRIED PARTIES:

Further, the Court order as follows: **(Judge checks the applicable items when signing
the order)**

_____ Respondent, not being the sole owner or lessee of the Petitioner's dwelling, shall
immediately vacate the dwelling leaving the Petitioner in exclusive possession of the
dwelling located
at _____.

_____ Respondent shall not transfer, encumber, damage, conceal, or otherwise dispose of any
property of the marriage.

_____ Custody of the minor children of the parties being with the (Petitioner)(Custodian), the
Respondent is ordered to pay child support to the (Petitioner)(Custodian) of the minor
children in the amount of \$ _____ per week beginning the _____ day of
_____, _____, to be paid through the Clerk of the Court.

_____ Respondent shall pay maintenance to the Petitioner in the amount of \$ _____ per week
beginning the _____ day of _____, _____, to be paid to the Clerk of the Court.

_____ Respondent is ordered to attend counseling sessions and receive domestic violence
education at the place and time as specified
below: _____

_____ Copies mailed to all parties.

_____ The Sheriff is hereby ordered to serve this Order upon the Respondent OR

_____ Respondent has received a copy in open court.

DATE: _____

JUDGE DELAWARE SUPERIOR COURT # _____

STATE OF INDIANA)
) SS:
COUNTY OF DELAWARE)

DELAWARE SUPERIOR COURT # _____

CASE NUMBER: _____

YOUR NAME
Petitioner

vs

PERSON FILING AGAINST
Respondent

EMERGENCY PROTECTIVE ORDER PENDING HEARING
ISSUED UNDER IC 34-26-2-3

DONOT CHECK THESE OFF. ONLY FOR THE JUDGE TO CHECK

The Court being duly advised in the premises now finds that there is probable cause to believe that the Petitioner, a member of the Petitioner's household, or the Petitioner's property was or is in danger of being abused or threatened with abuse by the Respondent.

THIS ORDER SHALL REMAIN IN EFFECT FROM THE DATE OF THE JUDGE'S SIGNATURE UNTIL THE FINAL PROTECTIVE ORDER HEARING OR UNTIL FURTHER ORDER OF THIS COURT. SUCH HEARING IS NOW SET IN THIS CASE ON THE _____ DAY OF _____, 2000, AT _____ O'CLOCK ____ M. RESPONDENT IS ORDERED TO APPEAR AT THAT DAY AND TIME.

The Court hereby orders that a Protective Order be issued in favor of the Petitioner against the Respondent and orders the Respondent to:

(Judge checks the applicable items when signing the order)

_____ refrain from abusing, harassing, or disturbing the peace of the Petitioner by either direct or indirect contact.

_____ refrain from abusing, harassing, or disturbing the peace of PERSON(S) NAME LIVING IN THE HOUSE, a member of the Petitioner's household by either direct or indirect contact.

_____ refrain from entering the property, which is not owned or leased solely by the Respondent and is located at ADDRESS WHERE YOU WILL BE LIVING.

If the respondent does not know where the client will be living, you will have to put SET-CONFIDENTIAL HERE

_____ refrain from visiting or contacting the Petitioner's place of work located at ADDRESS WHERE YOU WORK.

_____ refrain from visiting or contacting the place of work of any member of the Petitioner's household located at ADDRESS WHERE YOUR FAMILY MEMBER WORKS.

_____ refrain from visiting or contacting the school of the Petitioner's children located at _____
NAME OF SCHOOL TO WHICH YOU OR PERSONS IN THE HOUSE ATTEND.

_____ refrain from visiting or contacting the daycare center or babysitter of the Petitioner's
children located at WHERE ANY PERSONS ATTEND A DAYCARE OR SITTER.

_____ refrain from damaging the Petitioner's property.

_____ obtain court-ordered counseling or other social services including domestic violence
education at a place and time as follows _____

The clerk of the circuit court shall provide a copy of this order to each party, the sheriff, and the law enforcement agency of the municipality (if any) in which the protected person resides. The sheriff and the law enforcement agency that receives a copy of this order shall maintain a copy of this order in the Protective Order Depository pursuant to I.C. 5-2-9.

The Sheriff or other law enforcement officer is hereby ordered to serve this Order upon the Respondent.

DATE: _____

JUDGE DELAWARE SUPERIOR COURT # _____

NOTICE TO RESPONDENT

A PERSON WHO KNOWINGLY OR INTENTIONALLY VIOLATES THIS ORDER MAY BE CHARGED WITH THE OFFENSE OF INVASION OF PRIVACY, A CLASS B MISDEMEANOR PUNISHABLE BY IMPRISONMENT OF UP TO 180 DAYS AND A FINE OF \$1,000.00 (See I.C. 35-46-1-15.1)

A PERSON WHO KNOWINGLY OR INTENTIONALLY VIOLATES A PROTECTIVE ORDER FOR A SECOND TIME INVOLVING THE SAME PROTECTED PERSON MAY RECEIVE SENTENCING AS A CLASS A MISDEMEANOR PUNISHABLE BY IMPRISONMENT OF UP TO ONE YEAR AND A FINE OF \$5,000.00.

PURSUANT TO I.C. 35-33-1-1(a)(6), A LAW ENFORCEMENT OFFICER MAY ARREST ANY PERSON WHEN THE OFFICER HAS PROBABLE CAUSE TO BELIEVE THAT SUCH A PERSON HAS VIOLATED THIS PROTECTIVE ORDER.

STATE OF INDIANA)

IN THE DELAWARE COUNTY COURT SYSTEM

) SS

COUNTY OF DELAWARE)

CAUSE NO: _____

YOUR NAME

Petitioner

vs.

PERSON FILING AGAINST

Respondent

ADDRESS

CITY, STATE, ZIP

Address

PRO SE

**PETITION FOR PROTECTIVE ORDER-PENDING HEARING
AND FOR A HEARING FOR A FINAL PROTECTIVE ORDER**

1. The Respondent has committed specific acts, or I fear acts, of abuse, harassment or disruption of my peace, or of a member of my household, as follows:

A. The Respondent on or about the _____ day of _____, _____, did or stated concerning the Petitioner: _____

NAME: _____
He/she threatened to kill me, or he/she punched me in my left eye. He has been violent with me in the past. I have had to go to the emergency room and filed on several police reports.

B. The Respondent on or about the _____ day of _____, _____, did or stated concerning _____ a member of the Petitioner's household as follows: _____

NAME: _____
He/she bit my 2 year old in the mouth when I was holding him. He threatened to kill my mother if she interferes again. I lived with R. for 6 years. Described here briefly in the same for a hold in order to be protected.

C. The Respondent on or about the _____ day of _____, _____, did damage or stated threats of damage concerning the Petitioner's property as follows: _____

NAME: _____
He/she threw a brick through the window of my car. He/she has punched holes in the walls and broken furniture. I have been threatened with further damage.

(If more space is needed, continue on an attached paper.)

2. A. I am married to the Respondent. Yes _____ No _____
If married, answer B, C, and D below. If not married, proceed to item #3.
B. There is a Dissolution of Marriage/Divorce or Legal Separation pending. Yes _____ No _____
C. Was there a Temporary Restraining Order issued under 31-15-4-7 that is still in effect?
Yes _____ No _____
D. I request the Court to order the Respondent to: (check those applicable)
_____ vacate the dwelling of which the Respondent is not the sole owner or lessee located at _____.

_____ not transfer, encumber, damage, conceal or otherwise dispose of any property of the marriage.

_____ pay child support (State the name(s) and age(s) of all minor children and the custodian of such children.) List names of minor children: _____

_____ pay maintenance.

_____ attend counseling sessions and receive domestic violence education.

3. Yes X No _____ I have requested legal assistance from the following: **CHECK THIS BOX OFF AND WRITE IN VICTIM ADVOCATE PROGRAM only if not a special client**

4. I request that the Court order the Respondent to : (check and complete all that apply)
X refrain from abusing, harassing, or disturbing the peace of the Petitioner by either direct or indirect contact.

X from abusing, harassing, or disturbing the peace of PERSON WHO LIVES W/CLIENT EXAMPLE: Mother, children, aunt, family friend, a member of the Petitioner's household by either direct or indirect contact.

X refrain from entering the property, which is not owned or leased solely by the Respondent and is located at: WHERE YOU WILL BE STAYING.

X refrain from visiting or contacting the place of work of a member of the Petitioner's household, located at: WHERE MEMBERS OF HOUSE WORK.

X refrain from visiting or contacting the school or the Petitioner's children located at: WHERE CHILDREN OR YOU ATTEND SCHOOL.

X refrain from visiting or contacting the daycare center or babysitter of the Petitioner's children DAYCARE WHERE YOUR CHILDREN ATTEND.

X refrain from damaging the Petitioner's property.

_____ obtain court-ordered counseling or other social services including domestic violence education.

_____ Other: (please list) _____

■ The Petitioner _____ (does not) request the issuance of an **Emergency Protective Order Pending Hearing** for the reason that _____

6. The Petitioner requests the setting of a **Final Protective Order** hearing in this matter.

7. The undersigned Petitioner affirms under penalties of perjury that the above statements are true.

PETITIONER'S SIGNATURE _____ PRINTED NAME _____

DATE _____ 2000.

Prepared by: (**This is mandatory and not confidential.** If this is Pro Se, this may be an alternate address for service on the Petitioner.)

Name: _____ Telephone: _____

- Address: _____ Attorney Number (if applicable) _____

A CONFIDENTIAL FORM PRO-SR 2-3 (1994) MUST ACCOMPANY THIS PETITION

CONFIDENTIAL FORM
FOR USE BY COURT, CLERK, AND LAW ENFORCEMENT PERSONNEL ONLY

Note: The following information is confidential under Indiana law pursuant to IC 5-2-9-7, and it may not be released. This information may only be used by court, sheriff, law enforcement agencies, clerk of circuit court, and prosecuting attorney.

STATE OF INDIANA

COUNTY OF DELAWARE

COURT: _____

YOUR NAME
PETITIONER
VS.

CASE NO: _____

PERSON FILING AGAINST
RESPONDENT

DATE: DATE FILLING OUT

PERSON PROTECTED

Name: PERSON FILING	Does the protected person live within a municipal boundary? (i.e., within city/town limits) () Yes () No
Home Address: YOUR ADDRESS	If yes, which municipality? (i.e., city or town) Muncie
Date of Birth:	Telephone Number Home: Work:
SSN (optional):	When can protected person be reached at the above telephone numbers or any alternative numbers?
Postal Address (if different from home address):	Parent's number, family friend's number
Other Protected Address: any other address that the person regularly stays	

PERSON RESTRAINED

Name:	Telephone Number Home: Work:
Home Address:	Location of place of business or where person usually/ often found: Work address, or where he/she is usually found.
Postal address (if different from home address):	If yes, describe nature of marking and location: Tattoo descriptions and scar descriptions for the officers
Any scars or tattoos? () Yes () No	
DOB: SSN:	
Sex: () Male () Female	
Race:	Height:
Hair color:	Weight:

List the name(s), dates of birth [DOB], and sex of any person(s) residing at the household of the protected person

Name:	DOB:	Sex: () Male () Female
Name:	DOB:	Sex: () Male () Female
Name:	DOB:	Sex: () Male () Female
Name:	DOB:	Sex: () Male () Female

FORM PRO-SR 2-3 (REVISED 3/1999)-PRESCRIBED BY THE DIVISION OF STATE COURT ADMINISTRATION

COURTROOM INFORMATION

Everyone has the right to be safe in the courthouse and in the courtroom. An abuser may try to threaten or scare the victim, or they may try to stop the case by telling the victim they are sorry about the violence and promising not to continue the behavior. Even if the two may get back together, having a protection order may prevent more violence in the future. When an abuser promises to stop the violence, it is always better to have him/her make that promise to a judge. This can be done by agreeing to a protection order that says he/she will not hurt the victim anymore.

The victim does not have to sit with or near the abuser. The victim is not obligated to talk with or listen to the abuser. If the abuser tries to pressure the victim, they can go immediately to a clerk or anyone else who works there and ask them for help. They can make sure the victim is protected.

THE VICTIM MUST ATTEND A COURT HEARING TO GET A PROTECTIVE ORDER!

GETTING THE EVIDENCE TOGETHER

The victim should bring to court whatever and whomever can show that the violence took place. This is called evidence. Maybe a neighbor, a friend, or relative heard a call for help or saw the victim bleeding or bruised. Any medical records from the doctor or hospital that treated the injuries should be brought to court. A police report can also be very important evidence.

One of the strongest pieces of evidence is a photo of the victim that shows bruises or signs of other injuries. If possible, a photo should be taken while there are still bruises or other visible injuries. In some areas, the police carry instant cameras and will take a picture of a battered woman's injuries, or someone working in an emergency room can take a picture.

While witnesses strengthen the case, the most important evidence is what the victim tells the judge. Going over what the victim plans to say ahead of time and having them bring their notes, is a good way to prepare. The victim may benefit from making a list of facts they want to mention.

After the victim has told the story, the abuser (or a lawyer, if one has been attained) has the right to give their side of what happened and ask any questions of the victim. It is only natural that this may be upsetting. It is very important for the victim to stay cool and calm and not to get into an argument. The victim should wait until the judge asks for a response. If the abuser lies, the victim can just say, "That is not true, that is not the way it happened."

TELLING THE JUDGE ABOUT THREATS

The victim should inform the judge of any threats that were made to stop the victim from going to court. These may include threats to take or harm children, to withhold support money, or threats against friends. Harassment by repeatedly telephoning the victim's place of work, or coming to the workplace, should also be reported to the judge.

If an abuser has threatened or tried to coerce the victim in any way because of going to court, the victim should first talk to a lawyer, if one has been attained, or a victim advocate. If the victim is going to court by himself or herself, a list should be made of the threats and then given to the judge.

WHAT TO WEAR

The victim will want to look business-like in court. Sporty or very casual clothes (jeans, shorts, or sweats) should be avoided. The attire should be appropriate for work in an office. The victim or victim advocate should not wear a hat, chew gum, or carry food or drinks into the courtroom.

TALKING TO THE JUDGE

Before the victim tells the story (gives testimony), he/she will be asked to swear to tell the truth. Everyone else who testifies, including the abuser, will also be sworn. Once the case comes up, do not be surprised if the judge seems in a hurry. Judges often have to deal with many cases in a day. Everyone in the courtroom is expected to treat the judge with special respect.

- The judge is **always** called **“your honor.”** **Do not interrupt** when he or she is talking. If the judge interrupts, the victim should stop speaking right away. The events should be told simply and directly.
- **Use notes and any evidence.** It is helpful to keep a log of the dates and times of prior incidences. The judge may stop the victim with questions. If a question is not clear, the victim should politely ask for clarification.
- If possible, questions should be **answered with “yes, your honor” or “no, your honor”** when that is all that needs to be said.
- **Be brief.** The victim should always look at the judge when telling the story.
- If an attorney asks a question, the victim should look right at the judge and answer.

Practicing ahead of time will make it easier for the nervous victim to talk in court. If possible, it may also be helpful to have the victim visit the courtroom ahead of time and see a protective order hearing.

WHAT TO DO ONCE YOUR PROTECTIVE ORDER HAS BEEN GRANTED

After the final protective order hearing, and the judge has granted the protective order the victim will need to:

1. Keep a copy of the judge’s order in possession at all times.
2. Document and call the police and the victim advocate office if the offender has violated it in any way.
3. Take all documentation (police reports, notes, etc.) back to the clerk’s office and ask for a citation hearing.

There is no charge for a citation hearing. It is to let the judge know that the offender has violated his court order, and the victim will need to be present at this hearing. The offender must also be present. If he/she does not attend this hearing, the judge will issue a warrant for the offender’s arrest.

CRISIS INTERVENTION

Crisis intervention comes in different situations and is a primary service that our program offers. We maintain a 24-hour availability by pager when we are not in the office. The on-call time is rotated equally between staff.

A crisis can come in many forms. A crisis can occur when unusual physical or emotional stress disables a person because their usual coping mechanisms prove ineffective. A crisis can often be a turning point and the negative impact can be lessened with proper intervention and support. It may be helpful to remember that crisis intervention can be defined as effective and efficient psychological intervention or emotional first aid in the aftermath of an overwhelming life event.

There may be various reasons why you are paged. Some of the following are the most common scenarios:

1. The hospital staff or dispatch may page you if there is a victim at the emergency room. Most often it is a victim of rape or battery. Simply call the number displayed on the pager (emergency room is 747-3241 and dispatch is 747-4838), and identify yourself and state to them that you were paged. They will fill you in on what is going on and request your assistance.
2. If they ask you to go to the hospital, get there in a timely manner. Park in front of the E.R. entrance across the street on University Avenue. You can enter through the main doors and tell the receptionist who you are and that you were paged. Usually they will tell you where the victim is and what is going on.
3. Take down any written information that you can. However, when you speak to the victim, it is better to just listen than to be taking notes. If the victim is reporting this to the police, then do not ask details about the incident because they will be giving the statement many times. However, listen if they WANT to tell you about it.
4. E.R. staff does not like us to be in the room when they are doing the exam. At this time it is okay to wait with the police, call anyone the victim may need, or attempt to obtain clothing for the victim if they do not have anything to wear when they are released.

5. Answer questions for the victim, explain services that we provide, discuss options they have and make sure they are very aware that they can call us if they need anything. Give them your card and one of our brochures and tell them you will follow up with them in a day or two.
6. When you feel that you have done everything you can at that point and have made sure that they have a plan and/or safe place to go, you can make closure and leave. Always follow-up with client unless they have asked you not to.

Many of the skills involved in crisis intervention are instinctive and common sense. Listening is the most important. Active listening techniques can be very easy to perform and be very helpful in overall communication. These techniques include being attentive, using minimal encouragers, using appropriate silence, and personal space.

Be supportive and remember that there is nothing to be nervous about. It is important to show empathy, warmth, and genuineness. Empathy is participating in the feelings or ideas of the victim. Warmth is simply showing interpersonal kindness and understanding. Genuineness is taking an interest and concern in the victim's welfare. You are just trying to offer compassion and understanding to someone in crisis as you may have done with family and friends.

Remember that you don't have to have all the answers. If you don't know what to say or the answer to something, be honest and tell the victim that. Then, if possible, try to find the information from other sources. The victim will appreciate your openness and honesty.

Police investigators at the hospital will look to you for your opinion about the incident to aid in their investigation. They value the victim advocates' opinions and insight. Be cooperative, honest and open with them to facilitate a positive working relationship. Be respectful of their opinions even if they don't agree with yours. This is a time that people put their heads together to try and solve a case. Keeping in mind that there will be different perspectives will help you avoid a tunnel vision effect.

REPORTING RAPE/SEXUAL ASSAULT

It is important for rape and sexual assault victims to receive medical attention as well as report the incident to the police. However, victims are often hesitant to do either. Receiving medical attention is important for the following reasons:

1. The victim needs to be examined for physical injuries. They may not initially understand the reality of their injuries. There may be internal injuries that the victim is unaware of.
2. Treatment can help prevent pregnancy and address the issues of sexually transmitted diseases.
3. The timeliness of getting medical treatment is very important. On top of immediate attention for injuries, timely reporting increases the chances of obtaining vital physical evidence.

Reporting the incident to the police can be beneficial to the victim. The victim often wants to see the rapist punished and wants to protect others from being victimized. Also, contributing to the offender's arrest and conviction can be empowering for the victim. A victim advocate can ease the stress of reporting by explaining options and what steps will occur. Like medical reporting, reporting to the police is most effective if done in a timely manner. Decisions about prosecuting can be made later.

COMMON COURT PROCEEDINGS

Initial Hearings:

The defendant must appear in court or a bench warrant is issued. During this hearing the charges and possible penalties are explained to the defendant. They are also read the rights they have as defendants. This is usually the first appearance in court and when a plea of guilty or not guilty is entered and future hearing or sentencing dates are set.

Initial hearings for misdemeanors, such as battery or traffic offenses, are held in City Court. Each of these defendants will meet with the deputy prosecutor to discuss how to proceed with the case. The options at this point are to accept a plea bargain, ask for time to retain a lawyer, or have the cases set for trial. A victim advocate can sit in on these discussions. Initial hearings for felony cases are held in one of the Circuit Courts.

Victims do not need to attend an initial hearing. They will not be able to take part until later proceedings. A victim advocate can attend the proceeding and then let the victims know what will happen next.

Pretrial Conference:

This process is similar in purpose to an initial hearing. However, in a pretrial conference, the defendant's lawyer will usually discuss the case with the prosecutor in place of the defendant. They discuss plea agreements or possible dismissals. The case is set for another pretrial date if the lawyer thinks the plea agreement may not be accepted by the defendant or a disposition date if they believe the plea will be accepted. Misdemeanor and especially felony cases often have multiple pretrial conferences.

These proceedings take place in the City Clerk's Office for misdemeanor cases and in the Prosecutor's Office for felony charges.

Victims do not attend the pretrial conference, however, a victim advocate can be present to give the victim's overall view of the charges if necessary. For example, the prosecutor may want to know if the victim has signed a dismissal or wants to pursue charges.

Dispositions

During this proceeding, the defendant plans to change pleas from not guilty to guilty in order to accept a plea bargain. The judge will explain to the defendant the rights given up by accepting the plea. The judge can then either accept or reject the plea agreement.

A victim should be notified of any plea agreements or dispositions. They may want to attend, but it is not mandatory. They can also prepare an impact statement in advance for the judge to review.

Sentencing Hearings

After a defendant is found guilty, this is when the punishment or sentence is received. The defense attorney will usually have a few witnesses to testify about the character of the defendant.

The victim and those close to them can also testify during this hearing. A victim impact statement can be prepared ahead of time or victims may choose to take the stand and explain how the crime has affected them and what sentence they would like to see. It is then up to the judge or jury to decide the appropriate sentence based on statute and discretion.

Bond Reduction Hearings

This hearing occurs when the defendant has requested that the bond holding them in custody be reduced. This occurs before the defendant's case has gone to trial.

A victim should be notified of this hearing because the offender's release could follow if the bond is reduced. A victim statement can be submitted to the court by the victim expressing why the defendant should stay in jail. Victims may also testify at this hearing if they desire. The victim advocate should make sure the prosecutor knows of the victim's desire to testify.

GENERAL TRIAL PROCEDURES

Jury Trials:

Jury trials are typically felony cases but can also be misdemeanors. When a case is in the process of being prepared for trial, it is the victim advocate's role to inform and explain to the victim and/or witness the general trial procedures. The prosecuting attorney who is handling the case will want to meet the victim prior to the trial (usually a week or two before the trial date). The prosecutor usually asks for our assistance with this in that we will contact the victim and set up the appointment according to the prosecutor's schedule. We will meet with the victim at the prosecutor's office and be involved in the meeting. The purpose of this meeting is to prepare the victim for the trial and to answer any questions. If the victim desires, we can also take them to the courtroom to let them become familiar with the surroundings. On the first day of a jury trial, the jury selection will begin at 9 a.m. Generally, this will take a couple of hours and the victim does not need to be in court at this time. After the jury is selected, the trial will begin. Major trials can take several days, depending on the amount of evidence and the number of witnesses.

If the victim is called as a witness, they will usually not be allowed in the courtroom, except for the time that they are actually testifying. This is due to a separation of witnesses and keeps all of the people testifying from hearing the testimony of other witnesses. After all of the testimony is heard and both sides rest, there is usually a short break prior to closing arguments. At this point, anyone can be present in the courtroom. After closing arguments and jury instructions, the jury is sent out to deliberate. At this point, everyone usually waits until the jury informs the court that they have reached a verdict. When everyone is notified and in court, the jury will be brought into the courtroom and the judge will announce their verdict. If there is a guilty verdict, the judge will set a sentencing hearing date.

The victim advocate should sit through as much of the trial as possible to be there to help answer the victim's questions and to offer emotional support. **DURING THE TRIAL DO NOT TALK TO ANYONE ABOUT THE TESTIMONY, EVIDENCE, OR THE CASE OR ASK ANYONE QUESTIONS ABOUT THE TRIAL. DISCUSSING THE CASE WITH OTHERS COULD CAUSE A MISTRIAL.** If you have an opinion about the outcome of the case, keep it to yourself. A person is not guilty until proven guilty. After a guilty verdict and prior to sentencing, the victim advocate will need to assist the victim with the impact statements and explain sentencing procedures. (See Victim Impact Statement.)

VICTIM IMPACT STATEMENT

As stated in the Indiana Code, one of the rights of victims is the opportunity to give an impact statement to the judge at the sentencing hearing. Many victims feel as though this should be done at the trial stage, but is only during sentencing that the court can hear the victim's input as to how the crime effected them.

There are 3 ways in which a victim can give a statement:

- 1) Statements can be made in written form and given to the probation officer of the court in which the case is being heard. Each court has its own probation officer (as listed under Circuit Courts on the phone number page court). The victim can submit their statement to us and then we submit it to the probation officer or the victim can submit it directly to the probation officer. Either way, it needs to be submitted at least one week before the sentencing hearing. Victims may write it in any format they choose, however, we have a guideline form they can use if they desire.
- 2) Statements can be made orally to the court at the sentencing hearing. The only preparation needed is that the probation officer and prosecutor must know in advance that the victim would like to speak in court. The victim will attend the hearing and be called to the stand to make a statement.
- 3) Victims can also make both a written and oral statement if they choose. The same rules as above apply.

The purpose of Victim Impact Statements are to let the court know how the crime has affected the victim emotionally, financially, physically and to let the court become aware of any request for restitution. The victim may also give an opinion as to their thoughts about incarceration, probation, community service, etc. It is our responsibility to let every victim know that they have this right and to explain to them the process. This is only an option and not something that a victim is not mandated to do.

VICTIM NOTIFICATION

Every victim of a violent crime in the State of Indiana has the right to be notified of the offender's status after incarceration. This is referred to a Victim Notification. Our office provides the forms that are necessary for the victim to fill out and send to the DOC (Department of Correction). The DOC will keep the Victim's information on their computer and the victim will be notified of any and all changes that may occur regarding the offender's status i.e. parole hearings, appeal processes, changes to different institutions, etc. Sample forms are provided. Victims need to fill this form out soon after sentencing has occurred. **Make sure** that all victims are made aware of this service provided by the state. It is a good idea to send them a form even if they don't request one.

REFERRING TO CHILD PROTECTION SERVICES

It is the responsibility of all citizens to report any type of child abuse or neglect, even if it is only suspected. Many people do not want to get involved, so it is not reported. However, as professionals, any information that we receive regarding child abuse or neglect must be reported to Child Protection Services.

In Delaware County, the Child Protective Services Division is a division of the Welfare Department. When a case is reported it is assigned to an investigator who usually begins the investigation within 24 hours. The investigation involves interviewing the child or children in question, the other family members or witnesses, and the alleged perpetrator. After a thorough investigation, the case is received by the prosecutor's office for them to decide on criminal charges.

It is not the function of the Welfare Department to convict a person of child abuse. It is their responsibility only to determine if services are needed and to provide those services. This process of determining if a child is in need of services must be done through the juvenile court and begins with the filing of a CHINS petition.

A CHINS (Child In Need of Services) petition is filed by the Welfare Department stating that they have investigated a situation and believe that the family needs court intervention. After the petition is filed, it follows a similar process as any other court process including an initial hearing, trial or fact-finding, and disposition. At the initial hearing, the judge will hear the allegations by the Welfare Department and will inform the family of their rights. At this hearing the responsible party will either admit or deny the criminal charges. The Welfare Department caseworker will follow the family's progress throughout the length of all the court involvement, length of services, placement of children and foster care. It is possible for a family to be a recipient of services for years.

If you ever deal with a situation where the family is involved with the Welfare Department Child Protection Services, you will have a much easier time working with them if you understand the CHINS process. If you should have any questions at all about the services of the Welfare Department, always feel free to call C.P.S. and speak with one of the caseworkers. If you are doing your internship with the Victim Advocate, you will also have the opportunity to shadow an investigator or a caseworker for a day if you desire. All of the staff of C.P.S. can be reached at 751-9565.

PROCESS OF REFERRING TO COUNSELING OR SHELTER

If a client asks for a referral to counseling or shelter from abuse, we refer to several places in the community. The most common requests are from victims of rape, domestic battery, and sexual assault. Listed below are our most frequent contacts for counseling and shelter services.

- 1) Family Services, located at 806 West Jackson. This agency offers all different types of individual and family counseling including specialized counseling for victims of rape and domestic violence and also has a special program for batterers. This agency charges people on a sliding scale and also accepts some types of insurance. The client simply needs to call the agency and request an intake appointment and they will be assigned a therapist. The number is 284-7789.
- 2) CMHS (Comprehensive Mental Health Services), located at 240 N. Tillotson. This agency also offers different types of counseling. They also charge clients on a sliding scale and accept different types of insurance. Clients need to call 288-1928 and set up an intake appointment.
- 3) Associates in Mental Health, located at 1111 W. Jackson. This agency offers individual counseling, however, this agency does not determine fees on a sliding scale therefore their fees may not be appropriate for some clients. This agency does take Medicaid and most other types of insurance. Clients need to call 284-0879.

To refer a client to Shelter:

The shelter for Battered Women is called A Better Way and its location is kept confidential. This agency houses women and children who are victims of Domestic Violence. They will not house the homeless or victims of other types of crime. A client can stay in the residence for up to 45 days. All of the services are free and confidential, and a staff person is available 24 hours a day. The procedure for admittance is to call 747-9107 and request admittance. The Better Way staff will meet with the client and transport them to the shelter. The shelter also provides support groups that are free and available to clients and those who are not residents of the shelter

VICTIM ADVOCATE AND THE DIVERSION PROGRAM

The Diversion Program is located in the Prosecutor's office and directed by Mrs. Kris Reed. The purpose of Diversion is to give an offender the opportunity to have their case handled by Diversion instead of having a charged filed.

To be eligible for Diversion, the offense must be a misdemeanor and be the first time the offender has been charged with a crime. The offender must have an attorney in order to be accepted by Diversion. If accepted, the offender would sign a contract of 6 months or 1 year, during which they will be on supervision by Kris Reed. The contract will order the offender to do certain things such as complete an alcohol and/or drug program and have no other violations of the law. If the offender successfully completes all terms of the contract, then the charge is dismissed. If the offender violates the contract, then Diversion is revoked and the charge is processed through the courts.

There are benefits to both the defendant and the victim with the Diversion Program. The defendant has the benefit of not having a permanent record. For the victim, there are no pending court dates, there is no stress of having to testify, there is still the opportunity to request restitution, and the defendant still has to fulfill obligations that are very similar to being given a sentence by the court. In fact, a court sentence many times is more lenient than the diversion contract. The defendant is responsible for paying ALL fees to ALL programs. There is a separate cost for the diversion program, the counseling services, alcohol treatment, and community corrections.

The primary purpose of this program is to allow first time offenders the opportunity to receive services but not have a permanent record. It also helps keep the courts from being overwhelmed, as there are thousands of misdemeanors committed each year.

The victim advocate's function with the Diversion Program is to act as a neutral party to explain the services and to obtain the victim's opinion. If the victim is not agreeable to the Diversion Program, then the defendant's case will be processed through court. If the defendant enters into a diversion contract, Mrs. Reed will send the victim a copy of that contract.

VIOLENT CRIME COMPENSATION FUND

The State of Indiana Violent Crime Compensation Fund was established to assist victims who suffer a financial loss as the direct result of a violent crime. This fund only provides assistance for costs of medical bills, counseling expenses, time missed off work, and funeral expenses. They pay a maximum of \$10,000 and will only cover what a victim had to pay out of pocket. If a victim has insurance coverage, it will only pay the victim's part of the expense.

The process of applying is fairly simple. The victim needs to fill out the application according to the instructions on the form and send it in to the Indianapolis address, also on the form. Along with the application, the victim should send copies of whatever bills they have at the time. Any bills that come later, the victim can send separately.

It is important to make sure that the victim understands that we do not make any of the decisions regarding compensation, all we do is provide the applications and assist them in filing them. Any other questions regarding their compensation should be referred to the Crime Compensation Office.

The Violent Crime Compensation Fund has provided the Victim Advocate Program with the following **maximum** compensation amounts.

Funeral (Headstone, cemetery, services, etc.): \$3,000

Counseling: \$1,000

Medical: \$10,000

Time missed off work: \$10,000

DETECTIVES INVESTIGATION

The Victim Advocate staff works closely with the detectives division throughout their investigation of cases. It is important to understand what takes place and what specific role a victim advocate plays in the entire process.

When the detectives begin their investigation, they will usually ask if we are working with the victim in a particular case. If we are not, they may ask for our assistance. If we are, we can share information in order to assist with their investigation. The detectives will conduct interviews, process evidence, and conduct voice stress tests, etc. After the investigation is complete, the case will be sent to the prosecutor's office. The prosecutor will then review the case as a whole and decide what, if anything, to file. When the detectives take statements from the victims or witnesses, we may be asked to sit in with them. Our role at this point is to observe and be there for emotional support. It is the role of the detective to ask questions and conduct the interview. The best thing to remember is to speak only when you are asked a question. Since we are not investigators, we cannot conduct the interview.

It is very important to establish a professional and positive working relationship with as many of the detectives as possible. We then can share information and can keep the victim more informed of the status of the investigation.

MUNCIE POLICE DEPARTMENT INVESTIGATORS

The criminal investigative division is fully staffed on day shift and evening shift. Investigators rotate on call time for midnight shifts. There is a Lieutenant in charge on each shift and they are responsible for supervising the investigators and assigning cases. Currently, the staff is as follows:

DAY SHIFT 8:00am to 4:00pm

Lt. Mark Vollmar

Sgt. Steve Bell

Sgt. Larry Hammond

Sgt. Bruce Qualls

Jami Brown

James Johnson

Tony Sisson

Todd St. John

Jason Webber

AFTERNOON 4:00pm to 12:00am

Lt. Singleton

Tony Calvert

Steve Cox

Eric Henry

Jeff Lacy

John Leach

Jason Rogers

Brad Wiemer

Captain Robert Weller is in charge of criminal investigative unit over the Lieutenants.

This information was updated on December 2001.

PROSECUTOR STAFF

Delaware County Prosecutor – Richard (Rick) Reed

Rick handles the capital murder cases, some major drug felonies, and administrative decision making from all areas of the office.

Chief Deputy Prosecutor – J.A. (J) Cummins

J handles all of the cases that are filed in Circuit Court 1. Cases in this court are usually Class A, B, C felonies, or murder. Questions about cases in Circuit Court can be directed to J or Nancy.

Deputy Prosecutor – Mark McKinney

Mark handles all of the cases that are filed in Circuit Court 2. Cases in this court are usually Class A, B, C felonies, or murder. Questions about cases in Circuit Court 2 can be directed to Mark or Nancy.

Deputy Prosecutor – Diane Frye

Diane handles all of the cases that are filed in Circuit Court 3. Cases in this court are usually Class A, B, C felonies, or murder. Questions about cases in Circuit Court 3 can be directed to Diane or Nancy.

Deputy Prosecutor – Ron Henderson

Ron handles all of the cases in Circuit Court 4. Cases in this court are usually misdemeanors and D felonies. Questions about cases in Circuit Court 4 can be directed to Ron or Melanie.

Deputy Prosecutor – Judi Calhoun

Judi handles all of the cases filed in City Court. Cases in this court are all misdemeanors. Questions about cases filed in city court can be directed to Judi or City court staff.

Other Prosecutor staff:

Nancy Musik – Investigator for felony crimes against a person (rape, battery, murder)

Glenda Durham – Investigator for misdemeanors Files cases in CC 4, CC 5, and City.

Jerome Williams – Investigator for D felonies and some misdemeanor

Jerry Cook – Investigator on felony drug cases

Karen Marshall – Office manager

Kris Reed – Director of Diversion Program

Shelly Moore – Secretary, also handles paperwork for CC 4 cases and DUI's

Melanie King – Secretary, also handles paperwork for CC 5 cases and Juvenile Court

Cindy Murray – Secretary at front reception desk

Jeff Arnold is a private practice attorney that assists in prosecuting some of the murder cases.

Felony crimes are filed according to the month in which they occur as follows:

Circuit Court 1 – cases that are filed in this court will be from offenses that occur in the months of March, June, September, and December.

Circuit Court 2 – cases that are filed in this court will be from offenses that occur in the months of January, April, July, and October.

Circuit Court 3 – cases that are filed in this court will be from offenses that occur in the months of February, May, August, and November.

Glenda will file misdemeanors in CC 4, CC 5, and City with no specific process. Cases can be held in city court even if the offense occurred in the county.

IMPORTANT PHONE NUMBERS

A Better Way	747-9107
Anderson Woman's Alternative	643-0200
Appeals Information-Attorney General	(317) 232-3008
Child Protection	751-9565
fax	281-0455
City Clerk	747-4831
City Court	747-4703
County Clerk	747-7857
County Dispatch	747-7878
County Jail	747-7811
County VA	747-7881
Domestic Violence Unit	747-4873
Legal Services (Mad County)	644-2816
Madison County VA	641-9673
MPD Non-Emergency	747-4838
Muncie Housing Authority	288-9242
Parole Office-Heather Peirce	747-4748
fax	747-7763
Prosecutor's Office	747-7801
Records	747-4891
VA pager	707-2278
VCC Fund	(317) 232-7103
fax	(317) 233-3912

Circuit Courts:

Court Administrator	747-7734
Circuit Court #1: Judge Caldemeyer	747-7780
Probation Officer: John Cox	747-7713
Circuit Court #2: Judge Richard Dailey	747-7784
Probation Officer: Marion (Buddy) Townsend	747-7792
Circuit Court #3: Judge Robert Barnet	747-7782
Probation Officer: Elmer Ashley	747-7796
Circuit Court #4 Judge James Jordon	747-7770
Probabtion Officer: Phillip Johnson	747-7749
Circuit Court #5 Judge Wayne Lennington	747-7772
Probation Officer: Vicky Reed	747-7755